

# Investigation Qualifications



*"...the best course I have ever done..."*

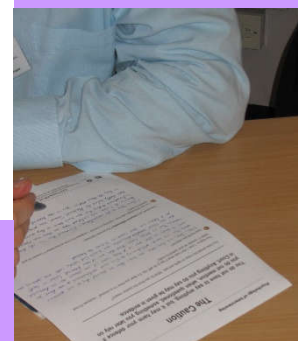
*Quality Training from the Best Trainers*



Core Skills



Law



Case Disposal



Psychology



Management

*You're looking for the best training from the best trainers ...*

## **Award, Certificate and Diploma Qualifications in Investigation and Investigation Management**

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If you're involved in Investigations, and you want award winning training that is meaningful and enjoyable, then we would love to hear from you.

**Here's what our clients say about us...**

### **Natalie Bownes**

Merton Council

*"After feeling a little apprehensive about the course, I can now say it's the best course I have ever done and would recommend it to anyone and everyone."*

**Professional Certificate -  
Investigation**

### **Jeff Brawley**

Cherwell District Council

*"I have done a number of training days over the last few years and the courses I've attended with ITS have been the most beneficial. Knowledgeable, engaging trainers and excellent training materials."*

**Module 3 - Interviewing Suspects  
and Case Disposal**

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### **Nina Chrobnik**

Wokingham Borough Council

*"An excellent course with so much information I was amazed that it could be put across in such a way that I could still understand and retain it."*

**Module 2 - The Law and Investigations**

### **Chris Adams**

Hutchinson 3G

*"Good course, well presented and met all levels of capability. Many thanks and well done."*

**Module 2 - The Law and Investigations**

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### **Liza Ctori**

Elmbridge Borough Council

*"These sorts of courses can be very dry due to the subject matter, but this one was very entertaining and extremely well delivered. The course itself was fairly challenging but the way it was run kept me engaged and involved, so helping me pick up really helpful information."*

**Prosecution Interviewing - part of  
'Interviewing Suspects and Case Disposal'**

### **Andrew Paddon**

Rochford District Council

*"I have attended a number of courses on the subject of statement taking and I must say I found this course to be the most beneficial. In particular I found the exercises of particular use..."*

**Quality Witness Statements - part of  
'Interviewing Suspects and Case Disposal'**



*You're looking for the best training from the best trainers ...*

## About your chosen provider

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If you've worked with us before, or if you're a new customer, here are a few facts about ITS.

### Our ethos

Before becoming trainers, we were all practitioners and we've never forgotten that! We struggled with acquiring the skills and knowledge that we needed and worked hard to get the job done. We know it's not easy to find good quality training and development and that's just what the ITS brand is all about – people you can trust to deliver top notch training, people who've done the job you do.

### How to make an ITS event

So how do you make the best training events? Well the starting point is experience – everyone involved in writing an ITS course for you, really understands the job. So before starting to write a course, pop out and get a minimum of five years' experience in your chosen field ... its ok, I'll wait here for you ... back? Splendid. So, step two is a bit of market research. You need to be in constant contact with the majority of teams in the UK, so that you're up to date with their needs. From time to time, a conversation will throw up an idea and you'll need to spot that and explore it with your contact. Did you get one? Excellent. So the next thing is research, and then a brief outline. Run that past your contacts to make sure it's right and then market test it – find out if it's really wanted. Most ideas die right here. Assuming you're still going, now the real work starts. You've now got a minimum of five days' work for each day of the course. You're going to need books, internet and the telephone. Start with the outcomes, work back into topics and then design handouts and exercises (Draw on your experience both in the field and as a trainer).

### Some history

Back in 1999 a (fairly) young man decided that training was an indoor job with no heavy lifting and that it gave him the chance to meet lots of nice people. He had eight rather good training courses. Now nearly ten years later, the same (not quite so) young man is Managing Director of ITS Training and the company has over one hundred courses available. He still likes the meeting people bit best.

### Contact us

Tel : 0330 022 8262

E-Mail : [Bookings@its-training-uk.com](mailto:Bookings@its-training-uk.com)

The Old Granary  
Highfield House  
Bishop Norton Road  
Glentham  
Lincolnshire  
LN8 2EU



# About your Investigation courses

Gain a Professional Award at Level 4	<p><b>Level 4 Professional Award - Core Investigation Skills</b></p> <p>If you work in criminal investigations, this is where you start. Learn about the National Intelligence Model, Criminal Procedure, Investigative Interviewing and 'section 9' statements.</p>
...add both of these and you will...	<p><b><i>The Law and Investigations</i></b></p> <p>Starting with advanced investigation law, moving through an understanding of the statute book and interpreting offences to case law, recovery of loss and debt, this module is an excellent grounding in the law an investigator needs.</p> <p><b><i>Interviewing Suspects and Case Disposal</i></b></p> <p>You'll cover PACE codes C and E, and interviewing suspects, the paperwork you need to prosecute, the alternative disposals open to you and appearing in court as both an advocate and a witness.</p>
Gain a Professional Certificate at Level 5	<p><b>Level 5 Professional Certificate - Investigation</b></p> <p>The gold standard for investigators, this qualification proves a practical application of investigation skill and knowledge at a significant level.</p>
Undertake this module for a Level 5 Award or...	<p><b>Level 5 Professional Award - Managing Investigations</b></p> <p>An interesting module covering supervision duties and case selection in depth, with some detailed management techniques to help you manage your team. We also cover presentation skills, so that you can 'sell' your team's work efficiently.</p>
Undertake the courses for the certificate and the 'Managing Investigations' Award to gain this Diploma.	<p><b>Level 5 Professional Diploma – Conducting and Managing Investigations</b></p> <p>This qualification says, 'top notch investigation manager' to anyone who's paying attention! Oh and not just manager, but someone who knows how to investigate as well. This is a qualification for the serious professional!</p>
<b>Coming Soon!</b>	<i>Level 4 Professional Award – Intelligence Generation and Handling</i>
	<i>Level 5 Professional Award – Corporate Investigation Skills</i>
	<i>Level 5 Professional Diploma – Corporate Investigation</i>
	<i>Level 5 Professional Diploma – Conducting and Managing Corporate Investigations</i>



Qualification	Module that forms part of qualification	Under development
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# Selecting Your Courses

There are a number of qualifications available to you, and the courses you need to undertake will depend on the qualification you choose. Use the following table to select the courses to book.

If you have any questions about this, please call us before you book!

Qualification / Module Title	Courses to Book
<b>Level 4 Professional Award - Core Investigation Skills</b>	<ol style="list-style-type: none"> <li>1. The Law and Preliminary Investigations</li> <li>2. Investigative Interviewing</li> <li>3. Quality Witness Statements</li> </ol>
<i>The Law and Investigations</i>	<ol style="list-style-type: none"> <li>4. Introduction to Investigation Law</li> <li>5. Understanding Offences</li> <li>6. RIPA – Applications and Authorisation</li> <li>7. Civil Enforcement</li> </ol>
<i>Interviewing Suspects and Case Disposal</i>	<ol style="list-style-type: none"> <li>8. Prosecution Interviewing</li> <li>9. Alternatives to Prosecution</li> <li>10. Prosecution Files and Court Process</li> <li>11. Court Skills</li> </ol>
<b>Level 5 Professional Certificate - Investigation</b>	<i>All eleven events listed above</i>
<b>Level 5 Professional Award - Managing Investigations</b>	<ol style="list-style-type: none"> <li>12. Supervising Investigations</li> <li>13. Referral Management</li> <li>14. Managing Your Team</li> <li>15. Presentation Skills</li> </ol>
<b>Level 5 Professional Diploma – Conducting and Managing Investigations</b>	<i>All fifteen events listed above.</i>

<b>Qualification</b>	<b>Module that forms part of qualification</b>
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# ITS Training Professional Diploma – Conducting and Managing Investigations

Probably the most comprehensive short course qualification, holders of the Diploma in Investigation have demonstrated competence in the following areas :

- Accessing and interpreting statute and case law
- Administering *simple cautions*
- Body language / non verbal communication
- Case selection and prioritising work
- Case closure
- Civil breaches and penalties
- Cognitive Interviewing
- Confidentiality law, data-sharing rules & good practice
- Cost vs. benefit analysis
- Criminal & civil evidence, common & case law
- Criminal Justice Act 2003 and evidence
- Criminal Procedure and Investigations Act
- Data Protection Act
- Evaluating evidential strength and admissibility
- Exhibits - schedules, numbers and continuity
- Giving evidence
- Hearsay vs. direct evidence
- Human Rights Act & associated legislation and case law
- Identifying sources of information
- Intelligence grading and the NIM model
- Investigation costs
- Investigation planning
- Investigation policy and procedure
- Investigation records
- Laying information for summons or warrant
- Layout of a file & drafting charges and the TIC schedule
- Managing an investigation team
- PACE procedure and interviewing
- PEACE interviewing
- Personal safety awareness
- Planning an interview
- Presentation skills
- Presentation design and materials
- Presenting a guilty plea in a magistrates court
- Proactive investigation
- Question styles and types
- Referral management
- Regulation of Investigatory Powers Act (Surveillance etc)
- Risk assessment
- *R v Turnbull* and observational evidence
- Statements from official records
- Supervising investigations
- Team coaching
- The 'Whistle Blowers' Act
- The *Evidence Test* and the *Public Interest Test*
- Criminal offences and *points to prove*
- Rules for keeping a notebook
- Interview records and tape storage
- Various criminal offences and civil breaches
- Writing witness statements
- Writing a production statement

## About the qualification

The programme consists of four modules, two of which can be taken independently for an award, or you can take three or four together to earn a *Level 5 Certificate or Diploma*. The content of the course is not aimed at any single discipline and is relevant to any investigator, especially those working for, or with, Public Authorities or in the Private Investigation field.

## Assessment

The event is assessed by a mixture of written examination and observed assessment. Delegates are told clearly what is expected of them and what the marking criteria are.

There are three possible grades: pass, merit and distinction. Delegates who do not achieve the required mark for a pass may either opt for a certificate of attendance or may re-sit one or more of the tests or assessments.

## Accreditation

These events are externally accredited and supervised. This means you are gaining a qualification that is part of the UK Awarding Body process. In contrast to certain other qualifications, you are not tied in to any single academic institution.

## The Modules

- **Core Skills For Investigators** 30 hours, level 3 (*Advanced Award*).
- **The Law and Investigations** 60 hours, level 5 (*Professional Award*).
- **Interviewing Offenders and Case Disposal** 60 hours, level 5 (*Professional Award*).
- **Managing Investigations** 60 hours, level 5 (*Professional Award*).

Taken together, the modules provide the credits for the **Professional Diploma : Investigation Management**. Delegates who do not wish to undertake the diploma may choose to undertake the first three modules for the Professional Certificate : Investigation, or any of the four modules individually for an award.

## Method

Delegates can obtain this qualification by :

- Attendance on training events ; or
- Revision and assessment (for those with prior learning).

A number of employers choose to combine assessment for this qualification with a formal *Learning Needs Analysis* process.

"I have been working within the sector for twenty years and have been trained by many training firms. I can state beyond any doubt that ITS provides the most professional and useful training I have ever received."

For further details on this qualification, call 0330 022 8262 or email [Info@its-training-uk.com](mailto:Info@its-training-uk.com)

ITS Training (UK) Ltd. are registered in England and Wales 4234807.

Probably the most comprehensive short course qualification, holders of the Certificate in Investigation have demonstrated competence in the following areas :

- Accessing and interpreting statute and case law
- Administering *cautions*
- Applications to a Magistrates' Court
- Body language / non verbal communication
- Case selection and prioritising work
- CCTV – use in evidence
- Closing a case
- Cognitive Interviewing
- Common civil breaches and penalties
- Confidentiality law, data-sharing rules & good practice
- Correct layout for statements
- Criminal and civil evidence legislation, common and case law
- Criminal offences – interpretation and case law
- Criminal Procedure and Investigations Act
- Data Protection Act
- Evaluating evidence
- Exhibits - schedules, numbers and continuity
- Gathering information from a witness
- Generating referrals
- Giving evidence in court
- Hearsay vs. direct evidence
- Human Rights Act & associated legislation and case law
- Intelligence grading (National Intelligence Model)
- Interviewing in accordance with PACE
- Introducing evidence into the interview
- Investigation costs
- Investigation planning
- Keeping records of observations
- Laying information for summons or warrant
- Layout of a file & drafting charges and the TIC schedule
- Liaising with external partners
- Paperwork for official caution interviews
- Paperwork for surveillance authorisations
- PEACE model of Investigative Interviewing
- Planning an interview
- Presenting a guilty plea
- Public records as evidence
- Question styles and types
- Regulation of Investigatory Powers Act
- Risk assessment – cost vs. benefit
- Rules for observational evidence
- Starting an investigation - where to look for information
- Taking a 'course of business' statement
- The background to *official cautions*
- The *Evidence Test* and the *Public Interest Test*
- The importance of keeping file records
- The points needed to prove various offences
- The 'Whistle Blowers' Act
- Using a notebook
- Using the tape machine & storing tapes
- Various criminal offences and civil breaches
- Writing a production statement

## About the qualification

The programme consists of three modules, one of which can be taken independently for an award, or you can take all three together to earn a Level 5 Certificate. The content of the course is not aimed at any single discipline and is relevant to any investigator, especially those working for, or with, Public Authorities or in the Private Investigation field.

## Target Audience

This qualification is designed to suit *all* those who get involved in investigations in whatever field. Previous delegates have come from fraud investigation, enforcement, audit, environmental health, trading standards, central government, telecoms, finance, private investigation...

## Assessment

The event is assessed by a mixture of written examination and observed assessment. Delegates are told clearly what is expected of them and what the marking criteria are.

There are three possible grades : pass, merit and distinction. Delegates who do not achieve the required mark for a pass may either opt for a certificate of attendance or may re-sit one or more of the tests or assessments.

## Accreditation

These events are externally accredited and supervised. This means you are gaining a qualification that is part of the UK Awarding Body process. In contrast to certain other qualifications, you are not tied in to any single academic institution.

## The Modules

**Core Skills For Investigators** 30 hours, level 3 (Advanced Award).

**The Law and Investigations** 60 hours, level 5 (Professional Award).

**Interviewing Offenders and Case Disposal** 60 hours, level 5 (Professional Award).

Taken together, the modules lead to the **Professional Certificate : Investigation**. Advanced delegates may go on to undertake a further module in investigation management or advanced techniques, leading to a **Professional Diploma**.

## Method

Delegates can obtain this qualification by :

- Attendance on training events ; or
- Revision and assessment (for those with prior learning).

A number of employers choose to combine assessment for this qualification with a formal *Training Needs Analysis* process.

**"I have been working within the sector for twenty years and have been trained by many training firms. I can state beyond any doubt that ITS provides the most professional and useful training I have ever received."**

**For further details on this qualification, call 0330 022 8262 or email [Info@its-training-uk.com](mailto:Info@its-training-uk.com)**

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Course Title	The Law and Preliminary Investigations	Duration	One day*	CORE SKILLS
<b>Overview</b>	<p>As an investigator, you're required to carry out a job that demands a wide range of skills. And you know that it's necessary to conduct investigations in a planned, methodical, lawful and expedient way.</p> <p>You'll want to understand the different methods of investigation and the best ways to gather information, understand the planning process so that your investigation is efficient, and know what powers you have so you don't get caught out. Don't come on this course unless you want to become a competent investigator!</p> <p><i>* Please note that this event is a blended learning course, mixing distance learning (by means of workbook and e-learning) with one day face-to-face training. You should allow up to ten hours to complete the distance learning. You <u>must</u> complete the distance learning <u>before</u> attending the face-to-face element of the training.</i></p>			
<b>Prerequisites</b>	None			
<p><b>NB :</b> (1) This course forms part of a formal qualification and includes delegate assessment during the course.            (2) You must complete the pre-course work prior to attending this event.</p>				
Session	Outcome	Content		
<b>Starting an Investigation</b>	Know when and how to start an investigation	<ul style="list-style-type: none"> <li>◆ Quality referrals</li> <li>◆ Criminal investigation principles</li> <li>◆ Starting an investigation</li> </ul>		
<b>CPIA and Confidentiality</b>	Understand how the law affects an investigation and the responsibilities of an investigator	<ul style="list-style-type: none"> <li>◆ CPIA and the three roles</li> <li>◆ The principles of 'record, retain, reveal'</li> <li>◆ Keeping file records</li> <li>◆ Correct use of the notebook</li> <li>◆ Recording and retaining evidence</li> <li>◆ Implications of confidentiality</li> <li>◆ Penalties for breaching confidentiality</li> </ul>		
<b>Intelligence Grading &amp; Risk Assessment</b>	Know how to analyse incoming intelligence and select cases based on risk	<ul style="list-style-type: none"> <li>◆ The <i>National Intelligence Grading Model(s)</i></li> <li>◆ Source and Intelligence Evaluation</li> <li>◆ <i>Handling Codes</i> and disseminating information</li> <li>◆ The <i>Audit 3x3 risk matrix</i></li> <li>◆ Comparative scoring and case selection</li> </ul>		
<b>Investigation Officer duties</b>	Know how to plan and carry out an investigation and stay within the law	<ul style="list-style-type: none"> <li>◆ Investigation planning procedure</li> <li>◆ Identifying sources of information</li> <li>◆ Evaluating evidential strength</li> <li>◆ Investigator powers</li> <li>◆ Data protection exemptions</li> <li>◆ Personal safety</li> </ul>		
<b>Book this course now :</b>				
<b>Cost</b>	Price Code B			
<b>To book this event</b>	Tel: 0330 022 8262 e-mail: <a href="mailto:bookings@its-training-uk.com">bookings@its-training-uk.com</a>			

Course Title	Quality Witness Statements	Duration	One Day	CORE SKILLS
<b>Overview</b>	<p>You've just spoken to someone who has a very interesting story to tell, and what's better is that they're prepared to say so in court. But you need to get the information into writing. So what do you do?</p> <p>Witness statements are a key investigative duty. And so how do you make sure that a witness statement is a great witness statement?</p> <p>You'll need to know about the rules for evidence and understand what is and isn't admissible. You need to understand what makes a witness reliable or not and so when not to take a statement. You've got to be able to write effectively and in an active way to make the statement engaging. You have to know what to put into the statement to show credibility for the witness.</p>			
<b>Prerequisites</b>	This training will have more effect if the delegate has undertaken training in interviewing prior to attending.			
<i>NB : This course forms part of a formal qualification and includes delegate assessment during the course.</i>				
Session	Aim	Content		
<b>Evidence</b>	To understand the different types of evidence and the use of each	<ul style="list-style-type: none"> <li>◆ Testimony and hearsay evidence</li> <li>◆ Observational evidence</li> <li>◆ R v Turnbull - Identification</li> <li>◆ Exhibits and public record information</li> </ul>		
<b>Statements</b>	To consider best practice in writing statements and improve the quality and effectiveness	<ul style="list-style-type: none"> <li>◆ Correct statement layout</li> <li>◆ How to write a production statement</li> <li>◆ Effective statement taking</li> </ul>		
<b>Statements from records</b>	To understand what the different types of statement are and under which circumstances they should be used	<ul style="list-style-type: none"> <li>◆ Criminal Justice Act 2003</li> <li>◆ Taking the correct statement</li> <li>◆ The shape of a statement</li> </ul>		
<b>Civil statements</b>	To know when civil statements are used and the difference between civil and criminal	<ul style="list-style-type: none"> <li>◆ The evidence test</li> <li>◆ Civil Depositions</li> <li>◆ Statement of truth</li> </ul>		
<b>Book this course now :</b>				
<b>Cost</b>	Price Code A			
<b>To book this event</b>	Tel : 0330 022 8262 e-mail : <a href="mailto:bookings@its-training-uk.com">bookings@its-training-uk.com</a>			

Course Title	Investigative Interviewing	Duration	Two days	CORE SKILLS
<b>Outcomes</b>	<p>How do you get someone to talk to you? How do you make sure that you cover all the things you wanted to? What's the best way to ask a question? How do you decide what things to ask about and when? How do you know if they're telling you the truth? How do you keep control of the interview? Knowing the answer to these things will make the difference between just an interview, and an investigative interview by a trained investigator.</p> <p>Interviewing is an exciting subject and one that you can never stop learning about. You want to get the most from your interviews but how do you do this? How do you gain a person's trust and probe for the reliable truth from them whilst keeping close control of where the interview is going? Come on this course to find out.</p>			
<b>Prerequisites</b>	None – attend this course before taking up interviewing duties.			
<i>NB : This course forms part of a formal qualification and includes delegate assessment during the course.</i>				
Session	Aim	Content		
<b>Planning an interview</b>	To consider the objectives of the interview and structure a plan to reach them	<ul style="list-style-type: none"> <li>◆ Setting realistic objectives</li> <li>◆ Assessing potential risk areas</li> <li>◆ Planning what to cover vs. lists of questions</li> <li>◆ Recording the interview</li> </ul>		
<b>Engaging and explaining</b>	To set the scene with the interviewee and create the right environment	<ul style="list-style-type: none"> <li>◆ Bringing them into the interview process</li> <li>◆ Creating an atmosphere of trust &amp; explaining the process</li> <li>◆ Openness</li> </ul>		
<b>Asking for their account</b>	To understand the different question styles and how and when to introduce evidence	<ul style="list-style-type: none"> <li>◆ Their <i>Account</i> rather than your questions</li> <li>◆ The <i>Conversation Management</i> cycle</li> <li>◆ Using evidence during an interview</li> <li>◆ Active Listening and Responding</li> <li>◆ Summarising as you go</li> <li>◆ Challenge or clarify – the difference and the similarities</li> <li>◆ Differing methods of challenging</li> <li>◆ Defusing Blame – <i>how</i> rather than <i>why</i></li> <li>◆ Engaging with their brains – <i>Cognitive Interviewing</i></li> </ul>		
<b>Closing the interview</b>	To recognise when and how to close an interview	<ul style="list-style-type: none"> <li>◆ Checking your objectives</li> <li>◆ Seeking and obtaining agreement to conclusions</li> </ul>		
<b>Evaluation</b>	To understand how to assess the performance of the interviewer and the value of the information gathered	<ul style="list-style-type: none"> <li>◆ Ordering the information and evidence obtained</li> <li>◆ Techniques for assessing your performance</li> <li>◆ Reporting the results</li> </ul>		
<b>Book this course now :</b>				
<b>Cost</b>	Price Code E			
<b>To book this event</b>	Tel: 0330 022 8262 e-mail: <a href="mailto:bookings@its-training-uk.com">bookings@its-training-uk.com</a>			

Course Title	Investigation Law	Duration	One Day**	Investigation
<b>Overview</b>	<p>As an investigator it's crucial to know the law. You'll be aware that it effects everything that you do, and understand that keeping on top of your game means not losing cases.</p> <p>You'll need to know about the rules of evidence, investigation procedure, relevant codes of practice and the most important pieces of legislation and their effect.</p> <p>This course is designed to teach you everything that you, as an investigator, need to know about the law. Don't fall foul of tricky legislative jargon. You want a clear explanation of how to best do your job and remain lawful. This course will do that for you.</p>			
<b>Prerequisites</b>	None			
<p><i>NB : This course forms part of a professional qualification and includes delegate assessment during the course.</i></p> <p><i>**There is considerable eLearning to complete BEFORE attending the course. Delegates who do not complete this eLearning will not be able to complete the course.</i></p>				
Session	Aim	Content		
<b>Human Rights Act</b>	To understand the relevant requirements of the Human Rights Act	<ul style="list-style-type: none"> <li>◆ The Human Rights Act</li> <li>◆ Articles 6 &amp; 8</li> <li>◆ Surveillance</li> <li>◆ Regulation of Investigatory Powers Act</li> </ul>		
<b>Investigation law</b>	To have a good understanding of the laws surrounding investigations	<ul style="list-style-type: none"> <li>◆ Types of evidence</li> <li>◆ General provisions</li> <li>◆ What you can ask for</li> <li>◆ Justifications</li> <li>◆ Case Law</li> </ul>		
<b>Professional working</b>	To know why it is important to remain within the law at all times	<ul style="list-style-type: none"> <li>◆ The Criminal Procedures and Investigation Act</li> <li>◆ The 'Whistle Blowers' Act</li> <li>◆ Keeping records</li> <li>◆ What can be disclosed and when</li> <li>◆ Confidentiality offences</li> </ul>		
<b>PACE</b>	To know how the Police and Criminal Evidence Act effects investigations	<ul style="list-style-type: none"> <li>◆ The Police and Criminal Evidence Act</li> <li>◆ Cautioning and P.A.C.E.</li> <li>◆ Interviewing and oppression</li> <li>◆ Case Law</li> </ul>		
<b>Book this course now :</b>				
<b>Cost</b>	Price Code D			
<b>To book this event</b>	Tel: 0330 022 8262 e-mail: <a href="mailto:bookings@its-training-uk.com">bookings@its-training-uk.com</a>			

Course Title	Understanding Offences	Duration	One day	LAW
<b>Outcomes</b>	<p>What's the easiest way to lose a case? To choose the wrong offence. Why? Because even legally trained people can get it wrong from time to time. Do you want to know how not to? Of course you do.</p> <p>It happens much more than you might think, and is often down to a lack of understanding of the offence itself. You need to be able to spot the correct offences and decide which is the best to use. You want to ensure that once you select your offences, that you can break them down into parts making it easier to understand them. In addition you'll want to know what the most relevant pieces of case law are and how they effect your prosecutions.</p>			
<b>Prerequisites</b>	None			
<p><i>NB : This course forms part of a formal qualification and includes delegate assessment during the course. You will be required to complete some pre-course work prior to attending this event.</i></p>				
Session	Aim	Content		
<b>Offences</b>	To have a good understanding of the various offences that are likely to be encountered	<ul style="list-style-type: none"> <li>◆ A history</li> <li>◆ Common law</li> <li>◆ Statutes</li> <li>◆ Delegated legislation</li> <li>◆ Case law</li> <li>◆ Inchoate offences</li> </ul>		
<b>Points to prove</b>	To be able to state the points to prove for various offences	<ul style="list-style-type: none"> <li>◆ Points to prove</li> <li>◆ Breaking down offences</li> <li>◆ Fraud Act offences</li> <li>◆ Theft Act offences</li> <li>◆ Social Security Administration Act offences</li> <li>◆ Case law</li> </ul>		
<b>Selecting offences</b>	To know how to select the most appropriate charge in any given case	<ul style="list-style-type: none"> <li>◆ Theft Act offences</li> <li>◆ What offence do I use?</li> <li>◆ How many offences should I use?</li> </ul>		
<b>Planning</b>	To be able to plan an investigation into the various offences encountered	<ul style="list-style-type: none"> <li>◆ Investigation planners</li> <li>◆ Translating points to prove to match someone's actions</li> </ul>		
<b>Book this course now :</b>				
<b>Cost</b>	Price Code B			
<b>To book this event</b>	Tel : 0330 022 8262 e-mail : <a href="mailto:bookings@its-training-uk.com">bookings@its-training-uk.com</a>			

Course Title	RIPA Application & Authorisation	Duration	One Day	CORE SKILLS
<b>Aim</b>	<p>Working within public body investigation means that if you want to carry out surveillance, or use a covert human intelligence source, you've got to get to grips with the Regulation of Investigatory Powers Act 2000 (RIPA). Given the media focus on surveillance, you'll want to make sure that you and your organisation are doing it right.</p> <p>In addition, you will be aware that there is increased scrutiny on the use of <i>open source</i> enquiries – from a <i>Google</i> search to trawling social media sites like <i>Facebook</i>. When does this <i>open source</i> work become <i>Directed Surveillance</i>?</p> <p>Don't get caught out, make sure that you know how to apply for directed surveillance, understand proportionality and necessity properly, know about all of the RIPA procedures and how to properly oversee the application process.</p>			
<b>Prerequisites</b>	None			
<p><i>NB : This course forms part of a formal qualification and includes delegate assessment during the course. You will be required to complete some pre-course work prior to attending this event.</i></p>				
Outcome		Content		
Know the laws that govern surveillance and how to make surveillance lawful		<ul style="list-style-type: none"> <li>◆ Overview of the Human Rights Act</li> <li>◆ Overview of the Regulation of Investigatory Powers Act</li> <li>◆ Making surveillance and the use of informants lawful</li> <li>◆ Surveillance and CHIS without RIPA</li> </ul>		
Understand what surveillance is and the types of surveillance that can be done		<ul style="list-style-type: none"> <li>◆ Directed covert surveillance</li> <li>◆ Intrusive surveillance</li> <li>◆ Risk assessment</li> <li>◆ Static observations</li> <li>◆ Private premises</li> <li>◆ <i>Open Source</i> investigation and RIPA</li> </ul>		
Know the criteria necessary for surveillance to be granted		<ul style="list-style-type: none"> <li>◆ Authorising Officers</li> <li>◆ Proportionality</li> <li>◆ Applying for authorisation</li> <li>◆ RIPA forms</li> <li>◆ Renewals, reviews and cancellations</li> <li>◆ Oversight by Magistrates</li> <li>◆ Practical exercises</li> </ul>		
Understand what a CHIS is and when and how to use them		<ul style="list-style-type: none"> <li>◆ The various types and uses of CHIS</li> <li>◆ Authorisation and considerations</li> <li>◆ Management of CHIS</li> <li>◆ Additional rules</li> <li>◆ Face to face vs online CHIS</li> </ul>		
<b>Book this course now :</b>				
<b>Cost</b>	Price Code A			
<b>To book this event</b>	Tel : 0330 022 8262 e-mail : <a href="mailto:bookings@its-training-uk.com">bookings@its-training-uk.com</a>			

Course Title	Civil Enforcement	Duration	One Day	Investigations
<b>Aim</b>	<p>As you'll know, the real problem with fraud is that someone's nicking your organisation's funds. Funds that could, let's be frank, be better spent (on, say, some more investigators).</p> <p>So what's the solution? Well it's not enough to nick 'em or sack 'em any more, as we're sure you'll agree, now we've got to hit them in the pocket... And that's where this course comes in.</p> <p>Learn what you need to know about the civil wrongs (torts / breaches of contract &amp; the like) and the remedies (like possession and damages). Discover what you need to prove and how to present it. Coming on this course would really save you money!</p>			
<b>Prerequisites</b>	None			
<i>NB : This course forms part of a formal qualification and includes delegate assessment during the course.</i>				
Outcome		Content		
Describe the common civil breaches that you may encounter.		<ul style="list-style-type: none"> <li>◆ Breach of contract</li> <li>◆ Breach of trust</li> <li>◆ Various <i>Torts</i> : <ul style="list-style-type: none"> <li>○ Negligence</li> <li>○ Nuisance</li> <li>○ Defamation</li> </ul> </li> <li>◆ Unlawful occupation</li> <li>◆ Debt</li> <li>◆ Breach of employment contract</li> </ul>		
Identify the points required to prove a civil breach by interpreting the original legislation in accordance with case law.		<ul style="list-style-type: none"> <li>◆ Standard of proof</li> <li>◆ Burden of proof</li> <li>◆ Statutory guidance</li> <li>◆ Case law</li> </ul>		
Describe the remedies available to a wronged person or organisation (both in court and in the workplace).		<ul style="list-style-type: none"> <li>◆ Damages</li> <li>◆ Injunctions</li> <li>◆ Vicarious liability</li> <li>◆ Recovery of rental property</li> <li>◆ Registering a debt</li> <li>◆ Enforcing debts</li> <li>◆ Dismissal</li> </ul>		
<b>Book this course now :</b>				
<b>Cost</b>	Price Code A			
<b>To book this event</b>	Tel : 0330 022 8262 e-mail : <a href="mailto:bookings@its-training-uk.com">bookings@its-training-uk.com</a>			

Course Title	Alternatives to Prosecution	Duration	One Day	Investigation
<b>Aim</b>	By the end of this training, your delegate will have a good working knowledge of the options available to the organisation, as an alternative to starting criminal proceedings against offenders. Covering sanction decision making, <i>Simple Cautions</i> , <i>Civil and Administrative Penalties</i> , contractual alternatives and debt recovery, this course is a comprehensive introduction to the field.			
<b>Prerequisites</b>	None			
<i>NB : This course forms part of a formal qualification and includes delegate assessment during the course.</i>				
Outcome		Content		
Be able to make the appropriate decision on case disposal		<ul style="list-style-type: none"> <li>◆ Prosecute or not?</li> <li>◆ The <i>Code for Crown Prosecutors</i></li> <li>◆ The 'Evidential Test'</li> <li>◆ The 'Public Interest Test'</li> <li>◆ Sanctions policy</li> <li>◆ Mitigation</li> <li>◆ Refusal of alternative sanction</li> </ul>		
Know the types of sanction that can be used as an alternative to prosecuting		<ul style="list-style-type: none"> <li>◆ Simple Cautions</li> <li>◆ <i>Social Security Administration Act Administrative Penalties</i></li> <li>◆ <i>Regulatory Enforcement and Sanction Act civil penalties</i></li> <li>◆ Penalty Notices</li> <li>◆ Contractual alternatives</li> </ul>		
Know how to offer and administer a <i>Simple Caution</i> as an alternative to prosecution		<ul style="list-style-type: none"> <li>◆ The legal position</li> <li>◆ Home Office Circulars</li> <li>◆ The effect of a <i>Simple Caution</i></li> <li>◆ The paperwork and process</li> <li>◆ <i>Simple Caution</i> interviews (practical)</li> </ul>		
To know the civil processes for the recovery of money and property as part of a case		<ul style="list-style-type: none"> <li>◆ Stating proceedings in court</li> <li>◆ Relevant Paperwork</li> <li>◆ Gaining a 'Possession Order'</li> <li>◆ Enforcement of recovery</li> </ul>		
<b>Cost</b>	Price Code A			
<b>To book this event</b>	You could telephone us on : 0330 022 8262 ...or you can e-mail Jill : <a href="mailto:bookings@its-training-uk.com">bookings@its-training-uk.com</a>			

Course Title	Prosecution Files & Court Process	Duration	One Day	CORE SKILLS
<b>Aim</b>	<p>An investigator's job is to investigate, but it is also to present the facts after their investigation so that action can be taken. This course is about what you'll do when you finish your investigations and how to make sure that you prepare to go to court properly. One of the key parts to this is the disclosure of unused material under the CPIA, and this topic is fully covered.</p> <p>It also includes an overview of the court processes and the paperwork you'll need to prepare before the first appearance.</p> <p>Book on this course and get an in-depth knowledge of how to complete a prosecution file for court using the MG system. Make sure that you're putting together the right materials and that you're doing it in the right way.</p>			
<b>Prerequisites</b>	A knowledge of PACE - the PACE overview course is sufficient for this.			
<p><i>NB : This course forms part of a formal qualification and includes delegate assessment during the course. You will be required to complete some pre-course work prior to attending this event.</i></p>				
Outcome		Content		
Vet a case to ensure that the evidence and the <i>public interest</i> tests are satisfied.		<ul style="list-style-type: none"> <li>◆ Should we prosecute? (the <i>Public Interest Test</i>)</li> <li>◆ Considerations for the investigator</li> <li>◆ Evidence required – quality and quantity (the <i>Evidence Test</i>)</li> <li>◆ File vetting</li> </ul>		
Prepare an appropriate case file for an advocate to use in an appearance at the Magistrates' Court.		<ul style="list-style-type: none"> <li>◆ Anticipated Guilty Pleas and using an Abbreviated File</li> <li>◆ The contents of an Abbreviated File</li> <li>◆ The MG file system</li> <li>◆ File content</li> <li>◆ Summaries of evidence</li> <li>◆ TIC Schedules and compensation</li> </ul>		
Prepare the ancillary court paperwork needed before and at the first hearing.		<ul style="list-style-type: none"> <li>◆ The summons</li> <li>◆ The statement bundle</li> <li>◆ Witness list for defence</li> <li>◆ Managing private witnesses</li> <li>◆ Case management paperwork</li> </ul>		
Make appropriate decisions on the disclosure of unused material in accordance with the Criminal Procedure and Investigations Act 1996.		<ul style="list-style-type: none"> <li>◆ The defence statement</li> <li>◆ The single test for disclosure</li> <li>◆ Weighing up public interest considerations</li> <li>◆ Handling codes and PII</li> </ul>		
<b>Book this course now :</b>				
<b>Cost</b>	Price Code B			
<b>To book this event</b>	Call us now on 0330 022 8262 or eMail Jill on <a href="mailto:bookings@its-training-uk.com">bookings@its-training-uk.com</a>			

Course Title	Prosecution Interviewing	Duration	Two Days	CORE SKILLS
<b>Aim</b>	<p>An essential part of being an investigator is interviewing suspects under caution, and a key part of that is, as we all know, compliance with PACE.</p> <p>This course covers all you need to know about the rules surrounding interviewing. It revises your interview skills and builds on them, to give you a good understanding of the practical impact of the PACE codes on an interview.</p> <p>Get some practical experience of interviewing under caution in a safe environment, learn how to comply with PACE and be confident that you can conduct the interview from start to finish.</p>			
<b>Prerequisites</b>	Investigative Interviewing training or interviewing experience.			
<p><i>NB : This course forms part of a formal qualification and includes delegate assessment during the course. You will be required to complete some pre-course work prior to attending this event.</i></p>				
Outcomes		Content		
Understand how PACE effects the conduct of an interview and why it must be considered fully		<ul style="list-style-type: none"> <li>◆ The PACE codes of practice and how they apply</li> <li>◆ The caution and its purpose</li> <li>◆ When to caution</li> <li>◆ The right to silence</li> </ul>		
Know who PACE allows to be present during an interview and understand their individual roles		<ul style="list-style-type: none"> <li>◆ Vulnerable interviewees</li> <li>◆ Appropriate Adults</li> <li>◆ Interpreters</li> <li>◆ Solicitors and legal representatives</li> <li>◆ PACE Officers</li> </ul>		
Effectively plan and prepare for an interview under caution		<ul style="list-style-type: none"> <li>◆ Planning procedures</li> <li>◆ Interview room layout</li> <li>◆ Setting interview objectives</li> <li>◆ Using the PEACE planner</li> </ul>		
Know what may happen during an interview under caution, how to interview effectively and make sure that you remain PACE compliant		<ul style="list-style-type: none"> <li>◆ Pre-interview disclosure</li> <li>◆ Pre-prepared statements</li> <li>◆ Dealing with unsolicited comments</li> <li>◆ Engaging and explaining</li> <li>◆ Using evidence during an interview</li> <li>◆ Challenge or clarify – the differences and the similarities and how to do them both</li> <li>◆ Oppression and inducement</li> </ul>		
Be able to close the interview at the appropriate time and following PACE procedure		<ul style="list-style-type: none"> <li>◆ When and how to end the interview</li> <li>◆ Allegations</li> <li>◆ Interview records – summaries and transcripts</li> </ul>		
<b>Book this course now :</b>				
<b>Cost</b>	Price Code G			
<b>To book this event</b>	Tel : 0330 022 8262 e-mail : <a href="mailto:bookings@its-training-uk.com">bookings@its-training-uk.com</a>			

Course Title	Court Skills	Duration	One Day	Investigation
<b>Aim</b>	<p>If you have to attend court to act for your organisation, we're sure you'll agree that it is essential you both know the rules and are confident in what you are doing. And this is true whether you give evidence as a witness, act as the presenting officer or make applications under RIPA.</p> <p>Attending this course will give you the skills and confidence you need, make sure you know who to speak to, how to address them and how to behave.</p> <p>This is a practical course, where delegates get the opportunity to use all these skills in a number of mock court cases. This is also substantial pre-course distance learning material, to ensure delegates have a good understanding of the court system.</p>			
<b>Prerequisites</b>	None			
<p><i>NB : This course forms part of a formal qualification and includes delegate assessment during the course. You will be required to complete some pre-course work prior to attending this event.</i></p>				
Outcomes		Content		
Explain the steps involved to progress a case through court.		<ul style="list-style-type: none"> <li>◆ The court structure</li> <li>◆ Magistrates' Courts and process</li> <li>◆ The Crown Court and process</li> <li>◆ The civil courts and process</li> <li>◆ Rights of audience</li> <li>◆ Who's who in the court?</li> <li>◆ Court etiquette</li> </ul>		
Make an application for RIPA approval, providing the correct paperwork and answering pertinent questions.		<ul style="list-style-type: none"> <li>◆ The paperwork needed</li> <li>◆ Applying for the hearing</li> <li>◆ Anticipating questions</li> <li>◆ Presenting the application</li> </ul>		
Analyse a case and present a guilty plea to a Magistrates' Court dealing appropriately with requests for information.		<ul style="list-style-type: none"> <li>◆ Previewing the case</li> <li>◆ Presenting a case in court</li> <li>◆ Summons vs warrant</li> <li>◆ Applications</li> </ul>		
Explain evidence as a witness in a contested court case.		<ul style="list-style-type: none"> <li>◆ Telling the court what you know</li> <li>◆ Using notes</li> <li>◆ Business records</li> <li>◆ Hearsay</li> <li>◆ Opinion</li> <li>◆ Cross examination</li> </ul>		
<b>Book this course now :</b>				
<b>Cost</b>	Price Code C			
<b>To book this event</b>	<p>You could telephone us on : 0330 022 8262  ...or you can e-mail Jill : <a href="mailto:bookings@its-training-uk.com">bookings@its-training-uk.com</a></p>			

Course Title	Supervising Investigations	Duration	Distance Learning	Management
<b>Outcomes</b>	By the end of this training, your delegate will: <ul style="list-style-type: none"> <li>✓ understand the implications of Article 8 of the Human Rights Act</li> <li>✓ understand what is required of a supervisor</li> <li>✓ understand the role of an Authorising Officer for RIPA</li> <li>✓ be confident to manage a surveillance operation</li> </ul>			
<b>Prerequisites</b>	None			
<i>NB : This course forms part of a formal qualification and includes delegate assessment during the course.</i>				
Session	Aim	Content		
<b>Introduction</b>	To explain the aims of the course and understand particular objectives of individuals	<ul style="list-style-type: none"> <li>◆ Introductions</li> <li>◆ Understand the objectives and the process of the course</li> <li>◆ Agree what outcomes are required</li> </ul>		
<b>Human Rights Act</b>	To understand the implications of Article 8 of the Human Rights Act	<ul style="list-style-type: none"> <li>◆ What is HRA?</li> <li>◆ PLAN</li> <li>◆ Relevant Articles of the Act</li> </ul>		
<b>Supervising Investigators</b>	To know what is required of a supervising officer	<ul style="list-style-type: none"> <li>◆ Daily duties</li> <li>◆ Weekly duties</li> <li>◆ Checking notebooks</li> <li>◆ Acting as the OIC</li> </ul>		
<b>Authorising Surveillance</b>	To understand their role as an Authorising Officer for surveillance purposes	<ul style="list-style-type: none"> <li>◆ RIPA</li> <li>◆ Acting as the Authorising Officer</li> <li>◆ Surveillance management</li> <li>◆ Briefings &amp; de-briefs</li> </ul>		
<b>Fraud Drives</b>	To be able to plan effective fraud drives	<ul style="list-style-type: none"> <li>◆ 'Ethical Risk' Assessment</li> <li>◆ Keeping Records</li> <li>◆ Cost vs. Benefit</li> </ul>		
<b>Book this course now :</b>				
<b>Cost</b>	Price Code A			
<b>To book this event</b>	Tel : 0330 022 8262 e-mail : <a href="mailto:bookings@its-training-uk.com">bookings@its-training-uk.com</a>			

Course Title	Referral Management	Duration	Half day plus DL	Management
<b>Outcomes</b>	By the end of this training, your delegate will: <ul style="list-style-type: none"> <li>✓ analyse intelligence using the 5x5x5 method for grading</li> <li>✓ select the most appropriate course of action for any referral</li> <li>✓ know the alternative options to conducting a full investigation</li> <li>✓ know the statutory powers that are available to an investigator</li> </ul>			
<b>Prerequisites</b>	None			
<i>NB : There is about three hours pre-course material which MUST be completed before attending the event. Note that the course forms part of a formal qualification and includes delegate assessment during the course.</i>				
Session	Aim	Content		
<b>Introduction</b>	To explain the aims of the course and understand particular objectives of individuals	<ul style="list-style-type: none"> <li>◆ Introductions</li> <li>◆ Understand the objectives and the process of the course</li> <li>◆ Agree what outcomes are required</li> </ul>		
<b>Risk Analysis &amp; Intelligence Grading</b>	To be able to analyse intelligence using the 3x5x2 method of grading	<ul style="list-style-type: none"> <li>◆ The NIM systems of intelligence grading</li> <li>◆ Risk analysis</li> <li>◆ Sources of referrals</li> </ul>		
<b>Legislation</b>	To know what statutory powers are available to an investigator	<ul style="list-style-type: none"> <li>◆ Data Protection Act</li> <li>◆ Social Security Admin Act</li> <li>◆ Human Rights Act</li> <li>◆ Proportionality</li> </ul>		
<b>Limited vs. Full Investigations</b>	To know the alternative options to conducting a full investigation	<ul style="list-style-type: none"> <li>◆ Limited vs. full investigations</li> <li>◆ Government initiatives</li> <li>◆ Using interventions</li> </ul>		
<b>Costing an Investigation</b>	To be able to select the most appropriate course of action for any investigation	<ul style="list-style-type: none"> <li>◆ The real cost of an investigation</li> <li>◆ The value of an investigation</li> <li>◆ Cost vs. outcome</li> </ul>		
<b>Book this course now :</b>				
<b>Cost</b>	Price Code A			
<b>To book this event</b>	Tel : 0330 022 8262 e-mail : <a href="mailto:bookings@its-training-uk.com">bookings@its-training-uk.com</a>			

Course Title	Managing your Team	Duration	One day
<b>Outcomes</b>	By the end of this training, your delegate will: <ul style="list-style-type: none"> <li>✓ understand group development</li> <li>✓ understand the different ways to motivate someone</li> <li>✓ know what is needed to produce an effective team</li> <li>✓ be able to model effective behaviour</li> </ul>		
<b>Prerequisites</b>	None		
<i>NB : This course forms part of a formal qualification and includes delegate assessment during the course. You will be required to complete some pre-course work prior to attending this event.</i>			
Session	Aim	Content	
<b>Introduction</b>	To explain the aims of the course and understand particular objectives of individuals	<ul style="list-style-type: none"> <li>◆ Introductions</li> <li>◆ Understand the objectives and the process of the course</li> <li>◆ Agree what outcomes are required</li> </ul>	
<b>Team Development</b>	To understand how a group develops	<ul style="list-style-type: none"> <li>◆ Five stages of team development</li> <li>◆ Characteristics of effective team development</li> <li>◆ Appraisals</li> </ul>	
<b>Motivation</b>	To understand the different ways that someone may be motivated	<ul style="list-style-type: none"> <li>◆ Motivation</li> <li>◆ Meta Programmes</li> <li>◆ Coaching</li> </ul>	
<b>Producing an Effective Team</b>	To know what is needed to produce an effective team	<ul style="list-style-type: none"> <li>◆ Expectancy theory</li> <li>◆ Using Skills Audits</li> <li>◆ Leading your team</li> </ul>	
<b>Modelling</b>	To be able to model effective behaviour	<ul style="list-style-type: none"> <li>◆ What is modelling</li> <li>◆ Using NLP</li> <li>◆ Eliciting Strategies</li> </ul>	
<b>Book this course now :</b>			
<b>Cost</b>	Price Code A		
<b>To book this event</b>	Tel : 0330 022 8262 e-mail : <a href="mailto:bookings@its-training-uk.com">bookings@its-training-uk.com</a>		

Course Title	Presentation Skills	Duration	One Day	Management
<b>Outcomes</b>	By the end of this training, your delegate will : <ul style="list-style-type: none"> <li>✓ know how to design quality sessions for in-house or external delivery</li> <li>✓ understand how to design easy to use handouts</li> <li>✓ become more confident as a presenter</li> <li>✓ know how to maximise involvement in a training event</li> </ul>			
<b>Prerequisites</b>	None			
<i>NB : This course forms part of a formal qualification and includes delegate assessment during the course. You will be required to complete a significant amount of distance learning, prior to attending this event.</i>				
Session	Aim	Content		
<b>Introduction</b>	To explain the aims of the course and understand particular objectives of individuals	<ul style="list-style-type: none"> <li>◆ Introductions</li> <li>◆ Understand the objectives and the process of the course</li> <li>◆ Agree what outcomes are required</li> </ul>		
<b>Maximising involvement</b>	To know how to maximise involvement in a training event	<ul style="list-style-type: none"> <li>◆ How to start a presentation</li> <li>◆ The learning cycle</li> <li>◆ Edgar Dale and learning experience</li> </ul>		
<b>Designing a Training Session</b>	To know how to design quality sessions for in-house or external delivery	<ul style="list-style-type: none"> <li>◆ Briefing sessions</li> <li>◆ Press releases</li> <li>◆ Exercise design</li> <li>◆ Planning a session</li> </ul>		
<b>Handouts</b>	To understand how to design easy to use handouts	<ul style="list-style-type: none"> <li>◆ Good handouts</li> <li>◆ Memory and retention</li> <li>◆ The ARCS system</li> </ul>		
<b>Confidence</b>	To become more confident when presenting a training session	<ul style="list-style-type: none"> <li>◆ Neuro Linguistic Programming</li> <li>◆ Effective language use</li> <li>◆ Techniques and visual aids</li> <li>◆ Learning styles</li> <li>◆ Practice!</li> </ul>		
<b>Book this course now :</b>				
<b>Cost</b>	Price Code E			
<b>To book this event</b>	Tel : 03330 022 8262 e-mail : <a href="mailto:bookings@its-training-uk.com">bookings@its-training-uk.com</a>			

# Full Training, APL, LNA or a Workshop?

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## Accreditation of Prior Learning (APL)

The great thing about vocational qualifications is that you don't have to sit through unnecessary training courses when you already know the subject. If, for example, you've already learned about it and you've been using that knowledge in your day-to-day work, why go on a course? Instead, you complete two steps, in order to apply to have that knowledge taken into account – a system called *Accreditation of Prior Learning*.

Firstly, you tell us which bits you have already learned about – your *Prior Learning*. We've made doing this very straightforward – all you need to do is to complete a proforma that we will provide.

Secondly, you have to prove that your learning is up to the required standard. As this can be a bit trickier (the evidence must be both *sufficient* and recent) we've made that simple too. We provide you with an opportunity to undertake our standard assessments – meet the criteria and (congratulations!) you've just *Accredited* your *Prior Learning*. Our assessments take three forms, dependant on whether we are assessing skills and abilities, or if we have to confirm 'underpinning knowledge'.

Reason	Method	Example
Assessing skills and abilities	We'll give you a case study to work with and ask you to carry out some paperwork.	We give you a referral and ask you to risk assess and (NIM) intelligence grade it.
	We'll give you a scenario and watch you carry out one or more actions.	We ask you to interview a suspect about an alleged offence.
Confirming underpinning knowledge	We'll ask you to take a short written assessment, often in the form of a 'multiple choice' or 'short answer' test.	We give you a list of statements and ask you to identify which might attract challenge if they were included in a statement.

## Learning Needs Analysis (LNA)

What if you don't know if your learning has 'stuck' or not? You had some training on the topic some time ago, but you're not sure how much you remember or if you've fallen into bad habits. Many people choose to combine the concept of *Accrediting Prior Learning* with a *Learning Needs Analysis* – they follow the process set out above and undertake the standard assessments. At the end of the procedure, they have a report which sets out what they know, and what they don't.

It's not, however, a *Training Needs Analysis* – which only tells you what training courses to undertake. A LNA is, essentially, a *gap analysis* that will measure how far you are from the required standard and will also suggest routes to follow. For example a *Training Needs Analysis*, will simply say that you don't know enough about a specific topic. The *LNA*, in contrast, will differentiate between those who really do need a training course, those who could do with a little coaching and those who just need to do a little study on their own.

If you're going for the qualification by *Accreditation of Prior Learning*, then once you've got their knowledge up to standard, we'll reassess you. *Please note that reassessment carries a small charge, as we have to remark and internally verify the assessments.*

## Professional Certificate via Workshop Route

If you're a little rusty, why not undertake the 'workshop' route. Start with an LNA, followed by some revision time, then on to a one day workshop. Finish with a day of assessments. This is ideal for those who last undertook a qualification some time ago, or who have plenty of experience but no qualification.



**Full Training** is, of course, also available.

**PRICE CODES**      *These prices are valid for all bookings confirmed by 31/3/2017*

Our course information sheets mostly show a 'Price Code'. This code relates to one of the prices shown below. Please read the following notes carefully :

- An 'in house' course is where we come to you and deliver the training. The price includes all training materials, the trainer's travel and subsistence and access to our free aftercare service. It does not include delegate refreshments or the provision of a training room – you provide these. **The price quoted is for the course, not per delegate!**
- An 'open' course is one that we arrange at a public venue. Delegates may come from a variety of organisations, including the public sector, private sector and delegates who are undertaking training of their own volition. The price includes all training materials, delegate refreshments during the event and access to our free aftercare service. You are responsible for your own travel, accommodation and subsistence (if appropriate). **The price quoted is for each delegate.**
- Those courses that form part of a Professional Qualification may be taken with or without PQ registration. If you choose to register for a PQ, you will have to pay a registration fee. These are shown below.
- You may be eligible for a discounted price if you work for a Public Body (such as a government department or a local authority) or a charity, in the United Kingdom. Please contact us for further details.

Price Code	In House (cost for up to 12 delegates)		Open (Public) Course (cost per delegate)	
	Standard Price	Price with Maximum PS&C Discount	Standard Price	Price with Maximum PS&C Discount
A	£1,411	£988	£235	£165
B	£1,911	£1,338	£319	£223
C	£2,361	£1,653	£394	£275
D	£2,822	£1,976	£470	£329
E	£3,272	£2,291	£545	£382
F	£3,322	£2,326	£554	£388
G	£3,772	£2,641	£629	£440
H	£4,233	£2,963	£706	£494
I	£5,644	£3,951	£941	£659
J	£5,183	£3,628	£864	£605

Professional Qualification Registration Fees		
Title	Level	Cost per delegate
Core Investigation Skills	Level 4 Professional Award	£120.00
Intelligence Generation and Handling	Level 4 Professional Award	£120.00
Corporate Investigation Skills	Level 5 Professional Award	£120.00
Investigation Management	Level 5 Professional Award	£120.00
Investigation	Level 5 Professional Certificate	£160.00
Corporate Investigation	Level 5 Professional Certificate	£160.00
Conducting and Managing Investigations	Level 5 Professional Diploma	£180.00
Conducting and Managing Corporate Investigations	Level 5 Professional Diploma	£200.00

*All the above prices do **not** include VAT, which is charged at the standard rate.*

Notes on the meanings of each level	
<b>Level 4</b>	Broadly equivalent in standard (not length) to <i>Certificates of Higher Education</i>
<b>Level 5</b>	Broadly equivalent in standard to <i>Foundation Degrees, HNDs and Diplomas of Higher Education.</i>

<b>More information:</b>	e-mail: <a href="mailto:bookings@its-training-uk.com">bookings@its-training-uk.com</a> Tel: 0330 022 8262
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